



County Probation and Parole Officers' Firearm Education and Training Commission (FETC)

REGULAR COMMISSION MEETING MINUTES

September 20, 2017, 1:00 pm

Toftrees Golf Resort & Conference Center, One Country Club Lane
State College, PA 16803

The following Commissioners and other individuals were present:

Chairman Keith Graybill
Commissioner Michelle Beaver

Commissioner Erik Christensen
Commissioner Tim Heitzman
Commissioner Chad Libby
Commissioner Russell Shurtleff

Executive Director Joe MacLaughlin
John Manning, Legal Advisor (PBPP) (Via
Phone)
Greg Young, Advisor (PBPP)
Helene Placey, Advisor
Tom Dougherty, Advisor (PBPP)
Craig Christensen
Brian Updegrove
Ian Rowles, Recorder (PBPP)

Those not in attendance:

Commissioner MaryAnn Grippo
Commissioner Larry Maggi

1. Call to Order and the Pledge of Allegiance

2. Review and approval of the Minutes of the previous meeting

MOTION: 1709:01

Commissioner Shurtleff made a motion to approve the minutes from the July 20, 2017
Firearms Education and Training Commission meeting.

Commissioner Christensen seconded.

Motion carries by unanimous voice vote.

3. Announcements and Reports

Chairman Graybill

- Chairman Graybill suggested to add the absent category for those who can't make the Commission meeting.

- Chairman Graybill mentioned the reappointments coming up for Commissioners Beaver, Christensen and Libby.
- Commissioner Beaver stated the Chiefs association would like it to be opened up to everybody who would be interested in becoming a Commissioner.
- An email will be sent out to the Adult Chiefs Association to solicit any interest of those who may want to serve on the Commission.

Executive Director MacLaughlin

- Executive Director MacLaughlin informed the Commission that the 2016-2017 Fiscal Year Annual Report has been completed. It was handed out to everybody in attendance, Legal Advisor Manning received one the next day, to review and approve. Executive Director MacLaughlin reminded the Commission that the Fiscal Year (July – July) runs differently than the training year (January – December).
- Chairman Graybill suggested everybody take a couple of weeks to look at it and if they would like anything changed, to inform Executive Director MacLaughlin or Commission Staff Rowles and they can make those changes.
- Executive Director MacLaughlin stated the new Continuing Education schedule has been released for the rest of the 2017 training year and start of the 2018 training year. PWT has been awarded 24 Courses and HACC has been awarded 26 classes.
- Executive Director MacLaughlin mentioned the 2018/2019 budget has been requested, and he sat down with the Budget Division to talk about those numbers, which will be similar to the 2017/2018 budget.
- Executive Director MacLaughlin was pleased to report the 89th Basic Training Academy was completed.
- Executive Director MacLaughlin shared his findings in that it would cost around \$3,000 to run a Train-The-Trainer course for the proposed course 10.
- Executive Director MacLaughlin stated that his Palmyra Sportsmans Association membership might become vacated. Due to the club needing a membership to be in a name, it could be in conflict with the gift ban. It would prevent the nightshoot portion of the Basic Training Academy.

Chairman Graybill (continued)

- Chairman Graybill wanted to attempt to create the 2018 meeting schedule ahead of time in the hopes of getting as many Commissioners possible for next years meetings. Commission Staff Rowles reached out to Commissioners to solicit their schedules and availability.
- The potential dates agreed upon were January 11th, March 8th, May 10th, July 12th, September 19th at 1:00pm and November 15th.

4. Executive Session

- There was an executive session to discuss personnel matters between 1:41pm - 2:08pm. Executive Director MacLaughlin, Chairman Graybill, Commissioners Beaver, Christensen, Heitzman, Libby and Shurtleff as well as Legal Advisor Manning (via phone) all attended

5. New Business

- Executive Director MacLaughlin stated that FETC received two additional applications, one for renewal of CFI status and one for renewal of MI status, after the agenda was approved. They submitted all of their proper documentation and completed their mandatory training hours.

Petition for Extension/Waiver

Stacy Babay – Erie County Adult Probation
Frank Biank – Monroe County Combined
Walter Fela – Somerset County Adult and Juvenile Probation
Carol Lasky – Somerset County Adult and Juvenile Probation
Joseph Viadella Jr. – Wyoming County Adult and Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper medical documentation was received by FETC.

MOTION: 1709:02

Commissioner Libby made a motion to approve the extensions of Stacy Babay, Erie County Adult Probation, Frank Biank, Monroe County Combined, Walter Fela, Somerset County Adult and Juvenile Probation, Carol Lasky, Somerset County Adult and Juvenile Probation and Joseph Viadella Jr., Wyoming County Adult and Juvenile Probation for their respective dates requested.
 Commissioner Beaver seconded.
 Commissioner Shurtleff abstained for Joseph Viadella Jr.
 Commissioner Christensen abstained for Stacy Babay.
 Motion carries by voice vote.

Request for Initial CFI Status

Joseph Sullivan – Dauphin County Adult and Juvenile Probation
Robert Tekavec – Allegheny County Adult Probation

MOTION: 1709:03

Commissioner Shurtleff made a motion to approve the request for initial CFI status for Joseph Sullivan, Dauphin County Adult and Juvenile Probation and Robert Tekavec, Allegheny County Adult Probation.
 Commissioner Christensen seconded.
 Commissioner Libby abstained for Joseph Sullivan.
 Motion carries by voice vote.

Request for Renewal of CFI Status

Brandon Dubbs – York County Adult Probation
Kelly Glatfelter – York County Adult Probation
Leo Hanlin – Warren County Adult Probation
Robert Kraus – Allegheny County Adult Probation

Mark Rhoads – Forest County Adult Probation
Richard Rok – Cambria County Adult Probation
Lindsay Salopek – Allegheny County Adult Probation
Ronald Seyko – Allegheny County Adult Probation

MOTION: 1709:04

Commissioner Libby made a motion to approve the request for renewal of CFI status for Brandon Dubbs, York County Adult Probation, Kelly Glatfelter, York County Adult Probation, Leo Hanlin, Warren County Adult Probation, Robert Kraus, Allegheny County Adult Probation, Mark Rhoads, Forest County Adult Probation, Richard Rok, Cambria County Adult Probation, Lindsay Salopek, Allegheny County Adult Probation and Ronald Seyko, Allegheny County Adult Probation.

Commissioner Beaver seconded.

Motion carries by unanimous voice vote.

Request for Initial MI Status

Josh Hanley – Washington County Juvenile Probation

MOTION: 1709:05

Commissioner Christensen made a motion to approve Josh Hanley, Washington County Juvenile Probation for initial MI status.

Commissioner Heitzman seconded.

Commissioner Libby abstained due to both being on the safety committee.

Motion carries by voice vote.

Request for Renewal of MI Status

Brad Halter – Bucks County Adult Probation
David Miller – Bucks County Adult Probation
Jim Schriener – Lycoming County Adult Probation

MOTION: 1709:06

Commissioner Shurtleff made a motion to approve Brad Halter, Bucks County Adult Probation, David Miller, Bucks County Adult Probation and Jim Schriener, Lycoming County Adult Probation for renewal of MI status.

Commissioner Christensen seconded.

Motion carries by unanimous voice vote.

6. Public Comment and Questions

No public attendance.

MOTION 1709:07

Commissioner Shurtleff made a motion to ratify the actions of the Executive Director with respect to remedial actions and advice taken regarding accidental discharge(s) and to provide similar authority on behalf of the FETC going forward.

Commissioner Christensen seconded.

Motion carries by unanimous voice vote.

7. Adjournment

MOTION 1709:08

Commissioner Libby made a motion to adjourn.

Commissioner Christensen seconded.

Motion carries by unanimous voice vote.

Meeting adjourned at 2:20 pm.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on September 16, 2017.

Minutes submitted by Ian Rowles, Recorder, PBPP